

Project Scope of Work for
PROPERTY ADDRESS: 4798 US Hwy 158, Yanceyville, NC

The work shall include, but not be limited to all labor, materials, tools, equipment, incidentals, insurance, overhead and profit to perform the work as outlined below:

GENERAL NOTES:

1. Contractor has inspected all surfaces and job conditions and by signing this contract accepts the conditions of all surfaces and job conditions. Costs associated with these conditions are included within this proposal.
2. Contractor shall field verify locations, sizes and quantities of work required for the project.
3. Include all required cleanup for work completed under this package. Include daily cleanup of all areas where work is performed and disposal of debris to Owner provided dumpster.
4. General building permit shall be provided by the Owner. Contractors/subcontractors shall be responsible for all permits and licensing as is required to complete their respective scope of work and to meet city regulations.
5. Contractor shall provide proof of General Liability and Worker's Compensation insurance.
6. Jobsite dumpsters are Owner-Furnished but must be specified by the Contractor.
7. If needed, Owner will provide materials. *If Owner does provide materials, Contractor must specify which materials are needed* (Due to Owner's relationship with Lowe's Hardware Store, Owner requires that items list be made from item/model # from Lowe's as a baseline. If you have relationships with other stores that may help in pricing, Owner is willing to open accounts at the specific stores you may recommend).
8. Contractor is also responsible for providing timeline for completing the job. Please provide what work will be done each week and desired payments at each stage of the job. For example, payment of \$_____ due at start of the job; Week 1, the following will be completed.....; After inspection, Contractor would like \$_____ prior to week 2; etc.....

EXTERIOR:

1. Clean out gutters
2. Pressure wash exterior
3. Trim existing bushes
4. Light landscaping – build mulch bed in front of home area
5. Built small wooden porch railings in front door porch area
6. Touch up paint ceiling in porch area
7. Touch up paint outside of windows where needed
8. Fill-in brick in back of the home (brick was previously filled in past)

Outside shed:

1. Scrap peeling paint on exterior
2. Clean out shed area

3. Paint where you peeled paint (spray or brush)

Labor charge: \$_____

Material cost (if Contractor provides materials): \$_____

Material list (if Owner provides materials): _____

INTERIOR OF THE HOME:

Front Room (Room with fireplace):

1. Replace ceiling fan
2. Make sure lighting in ceiling fan works
3. Paint the exterior door where needed (door to the right of the fireplace)
4. Change door hardware
5. Cleanup fireplace (caulk the cracks) – Just make look nice – paint white/gray

Labor charge: \$_____

Material cost (if Contractor provides materials): \$_____

Material list (if Owner provides materials): _____

Kitchen:

1. New flooring (vinyl planks)
2. New lighting (x3)
3. Build laundry door area to keep W/D from being seen in kitchen
4. Install new dishwasher
5. Install countertops
6. Refurbish kitchen cabinets
7. Change cabinet hardware
8. Install crown molding to drop the cabinets down several inches
9. Install new double kitchen sink

10. Install kitchen drains
11. Install new HVAC registers (custom size)
12. Measure flooring for new floor install (14' 0" ^{19/32} by 11' 11" ^{15/32}) – Install vinyl planks

Labor charge: \$_____

Material cost (if Contractor provides materials): \$_____

Material list (if Owner provides materials): _____

Dining Room:

1. New Chandelier
2. 2 New HVAC registers

Labor charge: \$_____

Material cost (if Contractor provides materials): \$_____

Material list (if Owner provides materials): _____

Hallway/Front Door entryway area:

1. Install new light (nice distinguishable light)
2. Paint Front entry door
3. Change out rotten trim around front door area

Labor charge: \$_____

Material cost (if Contractor provides materials): \$_____

Material list (if Owner provides materials): _____

Downstairs Bedroom:

1. Find a way to hide the HVAC equipment currently in the closet
2. Due to small size of closet due to HVAC equipment in the closet, will either need to build out remaining closet in the remaining area of the closet or see #1 in Hall bath repairs.

Labor charge: \$ _____

Material cost (if Contractor provides materials): \$ _____

Material list (if Owner provides materials): _____

Half Bath on Main Level:

1. Clean existing vanity sink
2. The idea behind the pedestal sink is that we can create more space in the bathroom and possibly move the toilet up which would allow us to move the wall up to create more space for extending the closet in the downstairs bedroom. Between this option and #2 in the downstairs bedroom, I would like to go with the cheaper option. However, the quality of the work and functionality of the closet and subsequent bathroom space is most important to Owner.
3. New toilet (?) – depends on #2
4. Remove soap and toothbrush holders
5. Remove ceiling fan in area leading to half bath – replace with nice light fixture
6. Install new vinyl Flooring (8' 2" ^{23/32} by 3' 7" ^{15/16} AND 3' 0" ^{13/32} by 2' 10" ^{3/4})

Labor charge: \$ _____

Material cost (if Contractor provides materials): \$ _____

Material list (if Owner provides materials): _____

Upstairs bedroom to left of stairs:

1. Hide 4 metal stubs currently in hardwood (Hide with floor drawers)
2. Remove blinds and patch as needed
3. Clean ceiling fan (new ceiling fan)
4. New door knobs

Labor charge: \$ _____

Material cost (if Contractor provides materials): \$ _____

Material list (if Owner provides materials): _____



Upstairs bedroom to the right of stairs:

1. Clean ceiling fan (new ceiling fan)
2. Remove blinds and patch as needed
3. Make closet nice (There is a window there which apparently can get really hot due to sun so we might need to put a distinctive blind on that window or reflective glare to prevent room from getting too hot or sparking a fire)

Labor charge: \$_____

Material cost (if Contractor provides materials): \$_____

Material list (if Owner provides materials): _____

Upstairs bathroom:

1. Add sink to the existing vanity
2. Nice new mirror
3. Nice light above mirror
4. Install New Toilet
5. Install new vinyl flooring (7' 7" ^{13/16} by 5' 1" ^{21/32})
6. Change showerhead and shower hardware
7. Affix countertop to the sink
8. New large towel rack
9. Two small circular towel racks
10. Wall repair as needed

Labor charge: \$_____

Material cost (if Contractor provides materials): \$_____

Material list (if Owner provides materials): _____

Stairs:

1. Need a better transition for the top stair area (don't like the way it current looks)
2. Railing needed for left side of stairwell

Labor charge: \$_____

Material cost (if Contractor provides materials): \$_____

Material list (if Owner provides materials): _____

HVAC:

1. Service HVAC (Make sure air conditioning and heat work)

HVAC charge: \$_____

Plumbing:

1. Make sure there are no leaks
2. Make sure there is enough water pressure throughout the house
3. Make sure the hot water is working properly

Plumbing charge: \$_____

Electrical:

1. Make sure all outlets are working
2. Make sure that all outlets, light switches match each other and look good

Electrical charge: \$_____

Whole House or Miscellaneous

1. Paint entire house
2. Refinish/refurbish hardwood floors
3. Make sure carbon monoxide detector is installed near kitchen area
4. Make sure all rooms have working smoke detectors
5. Make sure home is completely clean

Labor charge: \$_____

Material cost (if Contractor provides materials): \$_____

Material list (if Owner provides materials): _____



Based on this Project scope of work, I expect to be completed with this job within **3 weeks**. Below is an estimated schedule of work:

Week 1 projects and expected accomplishments:

Paint the exterior shed/building; complete the light landscaping of the yard (add mulch and make landscaping look nice; clean out gutters; lay flooring in the kitchen and the bathrooms; general yard maintenance; build hand rails for the front porch/entry area; paint the fireplace (gray or off-white)

Expected amount of draw released after inspection: \$2,500.00

Week 2 projects and expected accomplishments:

Refurbish kitchen cabinets; add crown molding in kitchen and rehang kitchen cabinets; install lighting in the kitchen area; install new hardware for the cabinets; repair transition; install handrail for the stairs; build new closet for the downstairs bedroom; install smoke detectors and carbon monoxide detectors.

Expected amount of draw released after inspection: \$2,500.00

Week 3 projects and expected accomplishments:

Install toilets and vanity lights upstairs; install all shower hardware, towel racks; hide metal caps in upstairs bedrooms (floor drawers (?)); cover window in second floor bedroom closet to prevent overheating; Wire chandelier and wire fans and recheck lights and plumbing. Make sure that the home is completely clean. Make sure the entire checklist provided in the checklist and any basic and obvious repairs in the house have been taken care of.

Expected final draw released after FINAL inspection: \$2,525

Week 4 projects and expected accomplishments:

Week 5 projects and expected accomplishments:

By signing below, I am taking full responsibility for the project scope of work to be completed as well as the expected timeline. I understand that payments will be made upon successful completion of work stated in this project scope of work. I also understand that failure to complete the jobs as stated or within the stated time period could result in forfeiture of any payments agreed to. By signing this agreement, I am agreeing to and standing by the pricing provided in this Project Scope of work for the property referenced in this Agreement.

i) Company: _____

ii) Name: _____

iii) Phone: _____

iv) E-mail: _____

v) Signature: _____

vi) Date: _____